

I-SHOU UNIVERSITY

Online Check-out Procedure in the 1st Semester of Academic Year 2015

Book Return/Submission/Payment Settlement Procedure for Graduates

Please complete the check-out procedure no later than

January 16, 2015 (Friday)

In case of any late submission of documents, unreturned items and/or overdue fees/fines, as the following examples show, please contact the units-in-charge to complete the return/submission/settlement procedure as soon as possible:

1. unreturned books and overdue fines to the Library;
2. overdue tuition & other required fees;
3. overdue electricity bill for your dormitory;
4. late submission of the Survey on Fresh Graduates' Orientation.

- ◆ Students who are eligible for graduation shall complete the check-out procedure mentioned above no later than January 16, 2015 (Friday). For the check-out procedure of the Library, please show your student ID card at the Library on the second floor of the Science and Technology Building.

How to Check the Status of Your Check-out Procedure via Information System

Accessible from January 22, 2015 (Thursday)

Homepage of Information System → Log in with Your Student No. and Password → Enter the System → For Graduating → Status of My Check-out Procedure

Collection of Diploma	Description	Location	
		Main Campus Registration Section	Medical Campus Registration Section
From January 28, 2015 (Wednesday)	Fresh Graduates of Undergraduate Programs	✓ (For Fresh Graduates at Main Campus Only)	✓ (For Fresh Graduates at Medical Campus Only)
By January 30, 2015 (Friday)	Fresh Graduates of Master's Degree Programs	✓ (For Fresh Graduates at Main Campus Only)	✓ (For Fresh Graduates at Medical Campus Only)
By January 30, 2015 (Friday)	Fresh Graduates of Doctoral Degree Programs (who have passed the oral defense <u>in semesters before the first semester of the academic year 2014</u>)	✓ (For Fresh Graduates at Main Campus Only)	—

By February 13, 2015 (Friday)	Fresh Graduates of Doctoral Degree Programs (who have passed the oral defense <u>in the first</u> <u>semester of the academic</u> <u>year 2014</u>)	✓ (For Fresh Graduates at Main Campus Only)	—
<ul style="list-style-type: none"> ◆ Students who are eligible for graduation and have completed the check-out procedure can collect the diploma by showing the student ID card (or the national ID card) and a personal stamp. (A letter of attorney is required when a student requests another person to collect his/her diploma.) ◆ Graduates of master's and doctoral degree programs should submit one paperbound copy of the thesis/dissertation when collecting the diploma. 			

Contact Info of Relevant Units	
Office of Library and Information Services	07-657-7711 ext. 2712
Student Housing Section	07-657-7711 ext. 2273~2276
Career Development Center	07-657-7711 ext. 2832~2833
Cashier Section	07-657-7711 ext. 2332~2333
Property Management Section	07-657-7711 ext. 2322~2324
Registration Section	07-657-7711 ext. 2112~2117

[Registration Section, Office of Academic Affairs](#)
